

eVA Vendor Registration

User Guide revised 6/24/03



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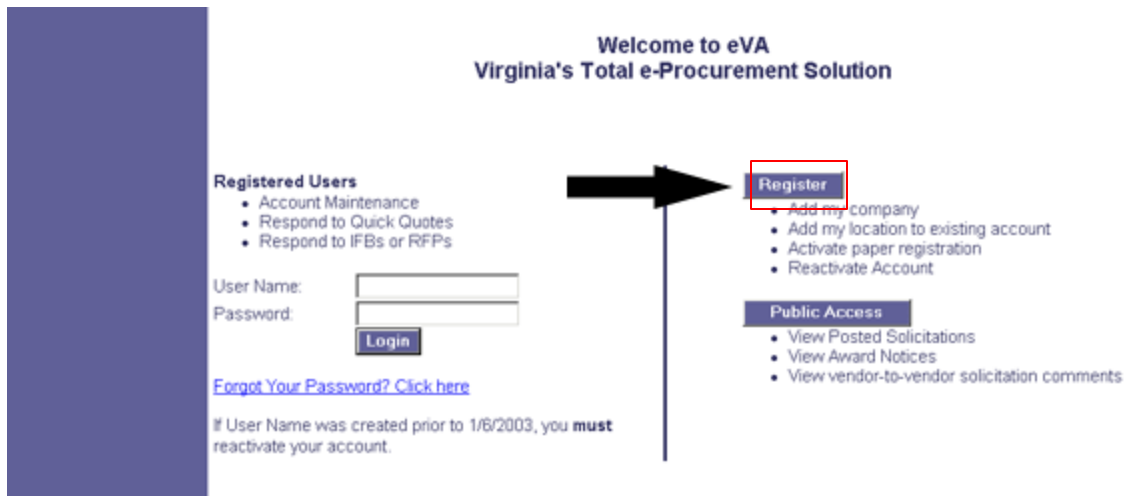
**PRINT THIS DOCUMENT AS A REFERENCE AS YOU BEGIN THE
eVA VENDOR REGISTRATION PROCESS.**

STEPS TO REGISTER AS A VENDOR FOR EVA

For eVA registration technical assistance, please call **866-289-7367** to speak with a live technician.



1. To begin the eVA vendor registration process, access the eVA home page at: <http://www.eva.state.va.us/> . Click **here** in the **Vendors click here to Register** entry below the eVA logo to open the **eVA Vendor Login** page.



2. At the **Vendor Login Page**, Click **Register** to open the **eVA Vendor Portal** page.



3. At the **eVA Vendor Portal** page, click **Vendor Registration** to open the **Vendor Registration Requirement** page.

Note: Specific important information is listed regarding the registration process:

- The **help & advice** button is readily accessible for information and assistance during the registration process.
- The **Find** button will display a list of choices to select when shown.



Registration Requirements [help & advice](#)

Already registered? Click [here](#) to login. Otherwise, continue below

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
- Tax ID Number
- Legal Business name
- DUNS Number
 - a free number issued by Dun & Bradstreet for each business location
 - call toll free at 888-814-1435 to obtain/verify your number
 - indicate that you are doing business with a government entity
- Contact information (name, address, email, phone and fax)
 - Registration Administrator (person responsible for your account)
 - Ordering
 - Solicitation
 - Invoice (Billing)
- Commodity codes
 - codes describing your products and services
 - to pre-search go to eVA Registration Guidelines

[Questions? Click eVA Registration Guidelines](#)

Continue

4. Read through the listed information you will need to obtain to complete the eVA registration process. At the bottom of the **Registration Requirement** page, click **Continue** to open the **Search for your company location** page.

Note: If you are already a registered eVA vendor, click **here** to log into the portal.

Search for your company location [help & advice](#)

Has your company done business with us in the past? If so, your company may already be in our database. Please use the search below. Enter partial or complete name to perform search.

Company Name: **SEARCH**

[Headquarters](#) | [Legal Name](#) | [Location Name](#) | [Alias/DBA](#) | [Headquarters ? | Activated ? |](#)

[Find](#) [Prev](#) [Next](#) [Last](#)

5. The **Search for your company location** page will provide a search field for you to search for your company. This is provided to verify that you are not already listed within the eVA system.

- In the **Company Name** field enter in the company name and click **Search**.

Note: If you have a lengthy company name, limit the text entered when searching for your company to provide the best results.



	Is your company listed?	
	Yes, but my location is not activated	⇒ Click Activate Account for the account you wish to activate.
	Yes, I found my Headquarters but not my Location	⇒ Click Add Location to create a new Location for the existing Headquarters.
	Yes, my Account is activated but I don't know the login	⇒ Call Customer Care @ 1-866-289-7367 for help.
No, register with eVA now		New Registration

6. If the search results do not show your company name, you will have to create a new eVA registration.

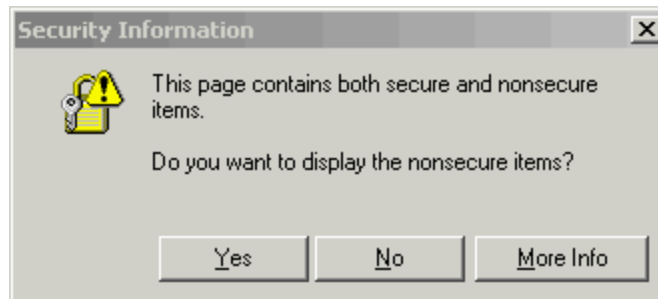
- Click **New Registration**, to open the **Memorandum of Agreement** page.

Note: If your company name is shown in the search results you will have two choices shown on the right:

- **Activate Account:** If you have not accessed your eVA account in some time, you will need to activate your account to obtain access. Click **Activate Account** and follow instructions at:

http://evaregishelp.dgs.state.va.us/CatalogFiles/eVA_Vendor_Conversion.pdf

- **Add location:** If you are adding another location for your company, click **Add Location**.



Note: The **Security Information** dialog box may appear. You will be prompted to **display nonsecure items**. Click **Yes** to continue with the eVA registration process.



Memorandum of Agreement [help & advice](#)

Thank you for joining the Commonwealth of Virginia eVA supplier community. You must agree to the terms defined below in order to continue with registration.

This Memorandum Of Agreement (Agreement) sets forth the terms that have been established by the Virginia Department of General Services, Division of Purchases and Supply ("DPS") to govern all electronic procurement transactions made between your firm ("Vendor") and any agency or public body when such electronic procurement transaction is made, in whole or in part, utilizing the Commonwealth of Virginia's web-centric statewide electronic procurement solution (eVA).

For purposes of this Agreement:

- **electronic procurement transaction** is defined to include electronic quotations, bids, proposals, purchase orders, contracts, invoices, shipping notices, or other electronic procurement information, instruments and notices electronically transmitted, received, or posted using eVA in lieu of or in addition to creating one or more paper documents;
- **agency** is defined as any department, authority, board, post, commission, division, institution, or office of State government of the Commonwealth of Virginia; and
- **public body** is defined as any legislative, executive or judicial body, agency, office, department, authority, post, commission, committee, institution, board or political subdivision created by law in Virginia to exercise some sovereign power or to perform some governmental duty, and empowered by law to undertake the procurement activities facilitated by eVA.

By submitting this electronic vendor registration, you certify and warrant to each agency and public body that you are duly authorized, by the Vendor to: (i) register the Vendor as an eVA supplier; (ii) file, on behalf of the Vendor, all of the information requested in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration, you hereby agree on

[Accept Terms](#) [Reject Terms](#) [Print Friendly Version](#)

7. Read the **Memorandum of Agreement** thoroughly. If you accept the terms of the agreement, click **Accept Terms** at the bottom of the page to open the **General Information** page.



General Information [help & advice](#)

Enter information for your company. The first location entered will be designated the Headquarters. This can be changed later.

Headquarter Information **The first location entered will be designated the Headquarters. This can be changed later.**

* Company Name :
As it would be displayed to buyers

Web Address :
Please include http:// or https://

Location Verification **Choose 'No Password Required' unless you have multiple locations and want each location to verify that they are authorized to add to the account.**

* Verify My Locations by : Password Hint :

Vendor Verification Password :

Confirm Password :

Note: All fields marked with an asterisk (*) are required to be completed.

8. In the **Company Name** field enter in your company's legal name.
9. The **Verify My Locations by** field will provide the option to approve new locations as they register under your headquarters with the following selections:
 - **Use my own TIN Number** – Select this option if you want your companies tax identification number required when entering a new location.
 - **Create my Own** – Select this option if you want your own unique password.
 - **No Password Required** – Select this option if you want to let all locations added with no approval.
10. If you select **No Password Required**, you can scroll down and begin entering information in the **User Name/Password** section.
 - If you select **Use my own TIN Number**, enter the number in the **Vendor Verification Password** field. You will need to re-enter the number once again in the **Confirm Password** field below.
 - If you select **Create my Own**, enter in a hint to your password in the **Password Hint** field. Enter the actual password in the **Confirm Password** field.



11. In the **User Name/Password** section, enter in the appropriate fields listed. The **Security Question** drop down menu is available in case you misplace your eVA password.

- Select a specific question from the **Security Question** drop down menu and enter an answer in **Security Answer**.

Note: It is recommended that you do not enter any nonnumeric / nontext characters within your **User Name** or **Password**.

- Confirm that you have entered in your **Email** address and **Fax** number.

Note: You can choose to be notified of bids via the **Bid Notification** if you select the **Premium (2)** registration level shown level below.

12. The **Registration Service Level** section will allow you to determine what registration level you will want to choose.

The **Registration Level** field will determine what registration level you will want to purchase.

- Click on **Find** to open the **Choose** page. Click **Select 1** or **Select 2** to return to the **Service Level** page. The level number will now be listed within the **Registration Level** field.



Location Information		Company information specific to the location being registered.	
* Location Legal Name :	<input type="text"/>	* Taxpayer ID Number :	<input type="text"/>
	<i>Use Company Name</i>		<i>9 digits (no dashes)</i>
* Location Name :	<input type="text"/>	* Taxpayer ID Number Type :	<input type="text"/>
	<i>ex. The Garage - Main St., Richmond</i>		<i>EIN = Employer Identification No.</i>

13. In the **Location Information** section, you will need to enter all information in relation to the location being currently registered.

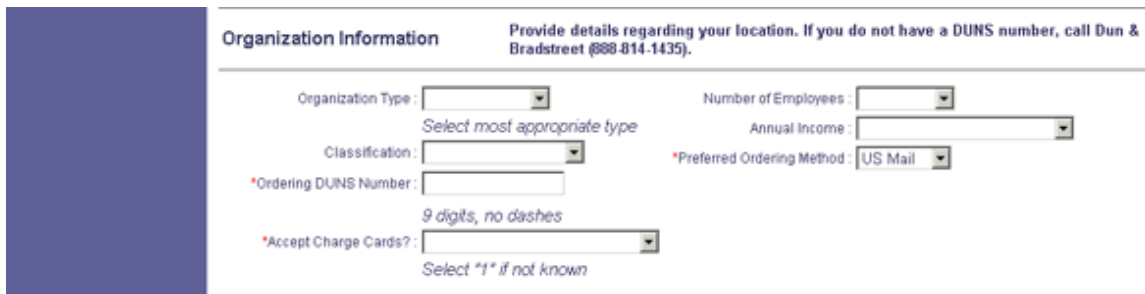
- In the **Location Legal Name** field, enter your company name.

- In the **Location Name** field, enter in the specific name to which you want eVA buyers to search (geographic location, product division).

- Enter your 9 digit Taxpayer ID number in the **Taxpayer ID Number** field with no dashes or spaces.

- In the **Taxpayer ID Number Type** drop down menu, select which type of Taxpayer ID number you have entered:

- **EIN** – Electronic Identification Number
- **SSN/ITIN/ATIN** – Small Business



The screenshot shows a web form titled "Organization Information" with a sub-header "Provide details regarding your location. If you do not have a DUNS number, call Dun & Bradstreet (888-814-1435)." The form contains several fields: "Organization Type" (a dropdown menu with the instruction "Select most appropriate type"), "Number of Employees" (a dropdown menu), "Classification" (a dropdown menu), "Annual Income" (a dropdown menu), "*Ordering DUNS Number" (a text field with the instruction "9 digits, no dashes"), "*Preferred Ordering Method" (a dropdown menu with "US Mail" selected), and "*Accept Charge Cards?" (a dropdown menu with the instruction "Select *1* if not known").

14. The **Organization Information** section provides entry regarding the specifics of your business.

- In the **Organization Type** drop down menu, select what services your company provides.

- Select what business classification your company adheres with in the **Classification** drop down menu.

- In the **Ordering DUNS Number** field, enter in your 9-digit number assigned by Dun & Bradstreet.

Note: For more information regarding the 9-digit duns number, visit the Dun & Bradstreet website at: <http://www.dunandbradstreet.com/us/>

- In **Accept Charge Cards** drop down menu, select the level that your accounting department uses to transmit data to your companies financial institution.

- Select how many employees work for your company in the **Number of Employees** field, along with your company's annual income in the **Annual Income** field.

- The **Preferred Ordering Method** drop down menu provides a choice in how you would like orders to be sent to your company.

We recommend that you select the **Electronic** (e-mail) option, as this will enable your business for e-mail or fax order notifications via the **Ariba Supplier Network**.



Discounts Please enter any Discount Terms your organization offers for prompt payment of invoices

Net (days) 1 : Discount Percent 1 :

Net (days) 2 : Discount Percent 2 :

Net (days) 3 : Discount Percent 3 :

Net (days) 4 : Discount Percent 4 :

Continue

15. The **Discounts** section provides fields to enter in any discount terms your organization offers.

Note: Do not enter in any % characters within the discount fields.

- When you have successfully completed entering all of the above fields, click **Continue** to advance to the **Registration Summary** page.

Registration Summary

[help & advice](#)

Please confirm your information. If correct, select **Continue** at the bottom of the page. To make changes, select **Make Corrections** link at the bottom of the page. ****DO NOT** use the **Back** button of your browser.

16. The **Registration Summary** page will list all the fields that you have entered. Please verify that all fields are correct. If you feel you will need to edit any information, click **Make Corrections** and correct the necessary fields.

- If all the fields are correct, click **Continue** to open the **Registration Administrator Address and Contact** page.

Note: The **Error Messages** page will open with a listing of your newly created eVA **user ID**. Click [here](#) to close the window.

Error Messages

This screen lists errors or warnings from the previous screen. Errors must be corrected before your information can be saved. Click [here](#) to return to previous screen.

Message	Severity	Context
The user ID is goodoldjimmy.	Information	
The user ID is goodoldjimmy.	Information	

Note: Please make note of this user ID. If the user ID you requested was already in use by another user, the system will automatically create a new user ID for you by adding a number to the end of your requested ID.

- The newly created user ID will show in an e-mail sent by the system confirming your registration with eVA.



Registration Administrator Address and Contact

[help & advice](#)

Identify your Registration Administrator, the person with overall responsibility for your company registration. Your locations will use this information if they need to contact the headquarters when they are registering their location.

[Continue](#)

Address Information

Please enter the address information for your Registration Administrator (person with overall responsibility for eVA account).

* Street 1 : <input type="text"/>	* Phone : <input type="text"/>
Street 2 : <input type="text"/>	Format XXX-XXX-XXXX
* City : <input type="text"/>	Phone Extension : <input type="text"/>
State/Province : <input type="text"/>	Country : <input type="text"/>
* Zip/Postal Code : <input type="text"/>	Additional Info : <input type="text"/>

The **Registration Administrator Address and Contact** page provides fields in regards to your companies address and contact information.

The **Address Information** section provides the following fields:

- Enter **Street 1** and **City** information in the appropriate fields.
- Select the State/Province from the **State/Province** drop down menu.
- Enter in your zip and postal code info in the **Zip/Postal Code** field along with the companies phone number in the **Phone** field.
- Select a county from the **County** drop down menu.

Note: If your business is located in another country and not listed, enter your **State/Province** information in the **Street 2** field.

- Enter any Additional Info in the **Additional Info** text field.



Contact Information

Please enter the contact information for your Registration Administrator, the person with overall responsibility for your eVA account.

* Contact First Name :	<input type="text"/>	* Phone 1 :	<input type="text"/>	Phone 1 Extension :	<input type="text"/>
* Contact Last Name :	<input type="text"/>	<i>Format XXX-XXX-XXXX</i>			
* Email :	<input type="text"/>	Phone 2 :	<input type="text"/>	Phone 2 Extension :	<input type="text"/>
* Retype Email :	<input type="text"/>	<i>Format XXX-XXX-XXXX</i>			
* Method of Notification :	<input type="text" value="Email"/>	* Fax 1 :	<input type="text"/>	<i>Format XXX-XXX-XXXX</i>	
English Spoken :	<input checked="" type="checkbox"/>	Fax 2 :	<input type="text"/>	<i>Format XXX-XXX-XXXX</i>	

17. The **Contact Information** section provides fields to be entered with relation to the person with overall responsibility for the eVA account.

- **Contact First Name** – The First Name for the person with overall responsibility for the eVA account.

- **Contact Last Name** – The Last Name for the person with overall responsibility for the eVA account.

- Enter your e-mail address in the **Email** field, and re-enter the address in the **Retype Email** field to confirm the address.

- **Method of Notification** – Provides a selection to which you want any type of correspondence between yourself and your buyer.

- **Email** – Correspondence sent via e-mail.
- **Fax** – Correspondence sent via fax.
- **Postal Service** – Correspondence sent via regular mail.

- Enter in the primary phone number and extension in the **Phone** and **Phone Extension**, and **Fax 1** fields.



Contact Address

Complete this section ONLY if your Contact uses a different address than the address listed above.

Street 1 :	<input type="text"/>	Country :	<input type="text"/>
Street 2 :	<input type="text"/>		
City :	<input type="text"/>		
State/Province :	<input type="text"/>		
Zip/Postal Code :	<input type="text"/>		

Continue

18. The **Contact Address** section provides information to enter only if the contact uses a different address than the address you entered above.
19. When you have entered all required fields, click **Continue** to continue the registration process.



Ordering Address and Contact

[help & advice](#)

You may copy a previous address (see below) or enter new information.

[Continue](#)[Reset](#)

Copy Address from a previous step

Use Registration Administrator Address : ☒

20. The **Ordering Address and Contact** section will provide address fields to enter if the ordering address is different from the **Registration Administrator**.

- If the address is the same as the Registration Administrator, mark **Use Registration Administrator address**.

If you need to make an edit to this page, click **Reset** to clear all fields. To continue click **Continue**.

Invoice Address and Contact

[help & advice](#)

You may copy a previous address (see below) or enter new information.

[Continue](#)[Reset](#)

Copy Address from a previous step

Use Registration Administrator Address : ☒

Use Ordering Address : ☐

Use Solicitation Address : ☐

21. The **Invoice Address and Contact** section will provide address fields to enter if the invoice address is different from the **Registration Administrator**.

- If the address is the same as the Registration Administrator, mark **Use Registration Administrator Address** to continue.

- If the address is the same as the Ordering address, mark **Use Ordering Address** to continue.

If you need to make an edit to this page, click **Reset** to clear all fields. To continue click **Continue**.



Solicitation Address and Contact

[help & advice](#)

You may copy a previous address (see below) or enter new information.

[Continue](#)[Reset](#)

Copy Address from a previous step

Use Registration Administrator Address : ☒

Use Ordering Address : ☐

22. The **Solicitation Address and Contact** section will provide address fields to enter if the solicitation address is different from the **Registration Administrator**.

- If the address is the same as the Registration Administrator, mark **Use Registration Administrator address** to continue.
- If the address is the same as the Ordering address, mark **Use Ordering Address** to continue.

If you need to make an edit to this page, click **Reset** to clear all fields. To continue click **Continue** to open the **Register Business Types** section.

Register Business Types

[help & advice](#)

Please select any Business Type (SVMAM) categories that apply to your company.

Business Type

☐ Minority Owned Business

☐ Women Owned Business

☐ Small Business

First Prev Next Last

Select Cancel

23. The **Register Business Types** section will provide you a selection to identify your company as **Minority Owned**, **Woman Owned**, or **Small Business**.

- Mark the checkbox that applies to your company and then click **Select**.

Note: If you feel that your company does not apply to the selections, do not select any Business Types and click **Select**.



Business Type Confirmation

[help & advice](#)

Verify your Business Type (SWAM) selections. Enter certification information if applicable (these fields are not required) then click "Continue".

Business Type	Certification #	Certification Start Date	Certification End Date
<input type="checkbox"/>			


[Save](#) [Undo](#) [Delete](#) [Add Bus. Type\(s\)](#) [First](#) [Prev](#) [Next](#) [Last](#)


[Continue](#) [Skip To Next Step](#)

24. If you marked a Small Business Type, you will need to enter the Commonwealth of Virginia's DEPARTMENT OF MINORITY BUSINESS ENTERPRISE (DMBE) number.

- If you do not have a DMBE number you can go to the DMBE web site <http://www.dmb.state.va.us/> and apply for a certification number through the Commonwealth directly.

- In the **Business Types** field, mark the check box. Enter the **DMBE** number in the **Certification#** field.

- In the **Certification Start Date** field, click the  **Calendar** button to open the **Pick Date** window. Click the date that the number was assigned to your company to close the window and return to the **Register Business Types** section.

- In the **Certification End Date** field click the  **Calendar** button to open the **Pick Date** window. Click the date that the DMBE number will need to be re-certified and return to the **Register Business Types** section.

Click **Continue** once the DMBE information has been entered. If you are not a Small Business click **Skip to Next Step**.



Register Service Areas

[help & advice](#)

For Statewide, click SELECT. For other areas, check applicable box(es) and then click SELECT.

Service Area Zone
<input type="checkbox"/> Cities: Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg. Counties: Gloucester, Surry, Sussex, and York.
<input type="checkbox"/> Cities: Colonial Heights, Hopewell, Petersburg, and City of Richmond. Counties: Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, King's
<input type="checkbox"/> City: Fredericksburg. Counties: Caroline, Culpeper, Essex, King and Queen, King George, Lancaster, Madison, Northumberland, Orange, Richmond Count
<input type="checkbox"/> Cities: Alexandria, Fairfax, Falls Church, Manassas, Manassas Park and Winchester. Counties: Arlington, Clarke, Fairfax, Fauquier, Frederick, Loudoun, I
<input type="checkbox"/> Cities: Charlottesville, Harrisonburg, Staunton, and Waynesboro. Counties: Albemarle, Augusta, Fluvanna, Greene, Highland, Louisa, Nelson, and Rocking
<input type="checkbox"/> City: Emporia. Counties: Amelia, Brunswick, Buckingham, Charlotte, Cumberland, Greensville, Halifax, Lunenburg, Mecklenburg, Nottoway, and Prince Ed
<input type="checkbox"/> Cities: City of Bedford, Buena Vista, Clifton Forge, Covington, Danville, Lexington, and Lynchburg. Counties: Alleghany, Amherst, Appomattox, Bath, Bec
<input type="checkbox"/> Cities: Galax, Martinsville, Radford, City of Roanoke, and Salem. Counties: Carroll, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pulaski, and R
<input type="checkbox"/> Cities: Bristol and Norton. Counties: Bland, Buchanan, Dickenson, Grayson, Lee, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe.
<input type="checkbox"/> Counties: Accomack and Northampton

25. The **Service Area** section provides a selection to conduct your business transactions.

- You can mark specific areas to designate where you can provide services or deliveries. Click **Next** to view more listings or **Last** to return to the previous page. Once complete, click **Select** to advance to the **Register Commodities** section.

Note: If you do not select any **Service Zones** your areas will default to statewide.



Register Commodities

[help & advice](#)

Enter a description or code and click "Search". Check all commodities that apply and click "Select". NOTE: To be available for Bidders Lists, you MUST select commodities! Also, Premium Vendors will not receive solicitation notices without commodity selections

Commodity Description :

Commodity/Service Code :

Commodity/Service Code	Commodity Description
<input type="checkbox"/> 00500	Abrasives
<input type="checkbox"/> 00505	Abrasive Equipment And Tools
<input type="checkbox"/> 00514	Abrasives, Coated: Cloth, Fiber, Sandpaper, Etc.
<input type="checkbox"/> 00521	Abrasives, Sandblasting, Metal
<input type="checkbox"/> 00528	Abrasives, Sandblasting (Other Than Metal)
<input type="checkbox"/> 00542	Abrasives, Solid: Wheels, Stones, Etc.
<input type="checkbox"/> 00556	Abrasives, Tumbling (Wheel)
<input type="checkbox"/> 00563	Grinding And Polishing Compounds: Carborundum, Diamond, Etc. (For Valve Grinding Compounds See Class 075)
<input type="checkbox"/> 00570	Pumice Stone
<input type="checkbox"/> 00575	Recycled Abrasives Products And Supplies

26. The **Register Commodities** section is very important to ensure that your company is included in all of the processes that are entered for your **Commodity Codes**.

- To search for a specific commodity in relation to the services that your company provides, enter text within the **Commodity Description**.

Note: Lengthy text entry in this field will not product the best results. If the search does not produce results from the test that you entered try entering a more basic search to produce results.

- Click **Select** to show the list of commodities in relation to the services that your company provides. Click the **Next** button to show more results or **Last** to jump to the last page of results. Mark the items you wish to add and click **Select** to continue.

Note: To view a complete list of the **NIGP commodity codes** visit the NIGP listing site: <http://vbo.dgs.state.va.us/VBO/NIGPCodes.asp>



Congratulations

[help & advice](#)

You should:

- Review emails from eVA (noreturn@dgs.state.va.us)
- Obtain an Ariba account for electronic orders (see guidance below).
- Login to review Account maintenance features.

[LOGIN](#)

Who is AMS (American Management System)?

AMS is the eVA e-procurement system provider for the Commonwealth. They are responsible to:

- Host and manage the Buysense application
- Provide help desk support (1-866-289-7367)
- eVA Fees

eVA Fees

Invoices will be sent by AMS for:

- The annual registration fee: Basic - \$25 or Premium - \$200
- The 1% transaction order fee, capped at \$500 per order

Ariba Account

The Ariba Supplier Network is the AMS business partner that processes eVA electronic orders (email or FAX, CXML or EDI). If you want orders electronically you will need an Ariba account.

- For assistance in setting up your Ariba account contact 1-866-289-7367.
- If you selected electronic as your preferred order method your eVA account will be changed to the paper option until you have established an Ariba account.

Thank you for joining eVA!

27. Congratulations you are complete with the eVA registration process. You can now **LOGIN** to the portal with the **User ID** and **password** you selected earlier by clicking the **LOGIN** link.

Please view the listing of information regarding your newly registered eVA account.

Note: For your records, an e-mail will be sent to the e-mail account you provided in the registration process with a subject “**ADVMail: Welcome to eVA.**” This email will list information regarding your newly established eVA account:

- **User ID** – Provides the user ID you will need to log into the eVA portal.
- **Headquarter Name / Number** – Provides the name and number of your headquarter listed in the eVA system.
- **Location Name** – Provides the location name that will be shown for eVA buyers.
- **Vendor Number** – This is your eVA vendor account number. Keep this number handy when calling for technical assistance.



Welcome to eVA
Virginia's Total e-Procurement Solution

Registered Users

- Account Maintenance
- Respond to Quick Quotes
- Respond to IFBs or RFPs

User Name:

Password:

Login

[Forgot Your Password? Click here](#)

If User Name was created prior to 1/6/2003, you **must** reactivate your account.

Register

- Add my company
- Add my location to existing account
- Activate paper registration
- Reactivate Account

Public Access

- View Posted Solicitations
- View Award Notices
- View vendor-to-vendor solicitation comments

28. To enter the eVA portal, enter in your **user ID** and **password** at the **Registered Users** login section.



Welcome to the eVA Vendor Portal

Your User ID is currently valid for multiple Locations within your organization. Please select the Vendor Name you wish to be associated with for this session. The Data presented for "Vendor Maintenance" and "My Responses" will be filtered for this session based on the Vendor Name you select. All bids created during this session will also be tied to the Vendor Legal Name you select here. To change which Vendor you are associated with for a session, return to this page by clicking the "Home" button in the upper right hand corner of the screen & then change your selection for the Vendor Legal Name.

Select Vendor :

As a registered user at the eVA Vendor Portal, you can:

- **Business Opportunities (VBO)** - view posted solicitations and award notices, respond to Quick Quotes and electronic Solicitations.
- **My Responses** - view, edit, or check the status of your responses to electronic Solicitations.
- **Account Maintenance** - update your information or add addresses, commodities and/or locations.
- **Vendor Bulletin Board (BBS)** - view vendor-to-vendor solicitation comments.

Helpful reminders about this site:

- The browser "Back" button should not be used
- The Logout button should not be used during registration
- The **help & advice** button is available on each page
- The **Find** button will display a list of field choices
- The * is used to identify required fields

29. Once you have logged into the portal the **Welcome to the eVA Vendor Portal** page will show.

- You can edit or maintain the information you entered in the registration process regarding your company by clicking **Account Maintenance**.



Note: To be fully registered with the eVA system, you will now need to register with the **Ariba Supplier Network** to receive orders for your company.

- You can now go to the **Ariba Supplier Network registration** by clicking **Ariba** at the top right of the eVA portal, or visit:
<https://service.ariba.com/Supplier.aw/>

****There is no additional charge for this registration.**

Follow the remaining pages for the Ariba Supplier Network registration



STEPS TO REGISTER AS A VENDOR FOR Ariba SUPPLIER NETWORK

You are required as a eVA vendor to register with the Ariba Supplier Network to enable order receiving capabilities.

To start with the registration process, access:
<https://service.ariba.com/Supplier.aw>



Register as New Supplier

Register Here



1. Click **Register Here** to open the **Welcome to Ariba Supplier Network Registration** page and begin the registration process.

Welcome to Ariba Supplier Network Registration

By registering, you will make your company's products and services visible to buyers on Ariba Supplier Network.

Everything you need to know before registering:

- To prepare for registration, print and fill out the Worksheet -- [View Worksheet](#)
- Your Company **D-U-N-S number** -- contact [Dun & Bradstreet, Inc.](#)
- For security reasons, there is a time limit for registration. We recommend that you prepare all requested information in advance by printing and filling out the worksheet.

[Proceed with Registration](#) [Exit](#)

2. Click **View Worksheet** to open the **Ariba Supplier Online Help** page.
 - This page will provide you a listing of all company information needed to register as a supplier with Ariba. Keep this window available, or print out the information listed for the registration process.
 - After you have read the help page and prepared your information, click **Proceed with Registration** to continue.



The Ariba registration process is outlined in 6 steps. These 6 steps are shown on the left hand side menu, high lighting the page you are currently accessing.

Use this menu if you need to return to any step of the registration process.

1 Business Information

A wizard will guide you through the registration process.
To begin the process, enter your valid D-U-N-S number and your company name, then click Next.

** Indicates required field*

* Company D-U-N-S® Number: - - 99 - 999 - 9999 | If you don't know your D-U-N-S number, contact [Dun & Bradstreet, Inc.](#)

* Company Name:

Tax ID Number:

3. The **Business Information** section will provide you fields to enter in your **DUNS** number and **Company Name**.

- Click **Next** to open the **Company Information** page.

Note: All fields marked with an asterisk are required and need to be completed.



2 Company Information

Enter basic information about your company. This information is the core of your supplier profile, which will be visible to buying organizations on Ariba SN.

* Indicates required field

* Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text" value="Alabama"/>
* Zip:	<input type="text"/>
* Country:	<input type="text" value="USA United States"/> This selection will refresh the page content
* Main Company Email:	<input type="text"/>
Main Company URL:	<input type="text"/>

4. In the **Company Information** section, enter information in the required fields:
- **Address 1** – Enter in additional information if needed in the 2nd and 3rd address fields.
 - **City** – The City to which your company is located
 - **State** – Click on the down arrow of the drop down menu to select the state.
 - **Zip** -- The Zip to which your company is located.
 - **Country** – Click on the down arrow of the drop down menu to select the country.
 - **Main Company Email** – Enter the e-mail to which you want to be your main contact.

	Country	Area	Number
* Main Phone:	<input type="text" value="USA 1"/>	<input type="text"/>	<input type="text"/>
Main Fax:	<input type="text" value="USA 1"/>	<input type="text"/>	<input type="text"/>
* Preferred Timezone:	<input type="text" value="Select"/>		
* Default Currency:	US Dollar <input type="text" value="Select Currency"/>		

- In the **Main Phone** field, enter the area code and number in the appropriate fields.
- Select the **Preferred Time zone**
- The **Default Currency** field will be set to **US Dollar**. If you need to change the currency, click **Select Currency** to view the currency selections.

When you have completed entering the fields, click **Next** to continue.



3 Classifications

To indicate the commodities you supply and the industries and territories you serve, click the buttons below. Take this optional step to help potential buyers find you on Ariba Supplier Network.

Commodities

Click this button to choose commodities your company supplies [Choose Commodities](#)

Industries

Click this button to choose industries your company serves [Choose Industries](#)

Territories

Click this button to choose territories your company serves [Choose Territories](#)

[Previous](#) [Next](#) [Exit](#)

Note: **The following listed fields are not required.** You have previously defined your company's commodities during the eVA registration process.

- Click **Next** to continue with the registration process and advance to the **Account Administrator** section.



4 Account Administrator

Enter basic information for your administrator account. The name, phone, and email address will be part of your supplier profile, and visible to buying organizations.

* Indicates required field

* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>
	Country Area Number Extension
* Phone:	USA 1 <input type="text"/> <input type="text"/> <input type="text"/>
* Username:	<input type="text"/> Help
* Email Address:	<input type="text"/>
* Password:	<input type="password"/> Help
* Confirm Password:	<input type="password"/>
* Secret Question:	<input type="text"/> Help
* Secret Answer:	<input type="text"/> Help
* Preferred Language:	English <input type="text"/> Used for routed documents and email notifications

[Previous](#) [Next](#) [Exit](#)

5. The **Account Administrator** section provides a listing of fields to enter information for the administrator for the Ariba account. Enter all required fields appropriately.

Note: The **Username** field must be your e-mail address. Enter this e-mail address in the **E-mail Address** field.

- The **Password** field **must** be 8 characters long and contain a numeric character somewhere in the middle of the entry. (**Example: password11**). Enter the password in the **Confirm Password** field.
- The **Secret Question** and **Secret Answer** fields are available if you have misplaced your password. Enter a question and answer you will remember!
- Once you have completed all the fields, click **Next** to open the **Technical Capabilities** section.

Note: Click **Help** when available for assistance with listed fields.



5 Technical Capabilities

Provide basic information about your technical capabilities. Ariba SN prepares your online workspace according to your preferences.

All accounts have the option of using fax, email, and/or online methods for routing documents. In addition, some suppliers support advanced order routing methods.

- If you do not currently support cXML or EDI, click Next.
- If you support cXML and/or EDI, select the appropriate checkbox (es) below. After registration, when you log in to your account, you will be prompted to enter additional information to configure your account.

Select all that apply:

- ☒ Fax
- ☒ Email
- ☒ Ariba SN Online Methods
- ☐ cXML
Learn more about cXML: www.cxml.org
- ☐ EDI

[Previous](#) [Next](#) [Exit](#)

6. The **Technical Capabilities** section provides a listing of the contact methods your company has available to receive orders:

- **Fax** – Mark only if you want orders to be sent via fax.
- **Email** – Mark only if you want orders to be sent via your email account.
- **Ariba Supplier Network Online Inbox** – Mark only if you want orders to be sent to your ariba inbox.
- **cXML** – Mark only if you want orders to be delivered in a cXML format. Click the www.cXML.org link for more information regarding the cXML format.
- **EDI** – Mark only if you want orders to be delivered in **Electronic Data Interchange** format.

- Click **Next** to open the **Agreement** for the **Ariba Supplier Network Terms of Use**.



6 Agreement

To continue with the registration process, you must check the check box acknowledging you read and agreed to the Ariba Supplier Network Terms Of Use.

Print

TERMS OF USE OF THE ARIBA SUPPLIER NETWORK

June 13, 2003

1. General

These Terms Of Use of the Ariba Supplier Network (the "Agreement") describe the terms and conditions applicable to your company's ("you", "your") access of and use of the Ariba Supplier Network (the "Network"). Your access or use of the Network ("Network Use") is strictly subject to your compliance with this Agreement, your Technical Support Services agreement with Ariba, if any, and Ariba's then-current policies applicable to the Network. In case of conflict a software license agreement or Technical Support Services agreement you have executed with Ariba shall take precedence over this Terms of Use.

TOU v.10

Print

☐ I have read the Ariba Supplier Network Terms Of Use and agree to these terms.

Previous

Next

Exit

7. The **Ariba Supplier Network Terms of Use Agreement** will list terms that you need to agree with to complete the registration.

- Mark the **I have read the Ariba Supplier Network Terms of Use and agree to these terms** check box at the bottom of the page after reading the agreement and click **Next** to continue to the **Summary** section.



7 Summary

Review the summary and print it for your records. To go back and edit information, click Previous or click a link on the left. To complete your registration, click Submit. The next screen provides information about your new account.

Print

The information you have entered within the previous 6 sections will show here

Print

Previous

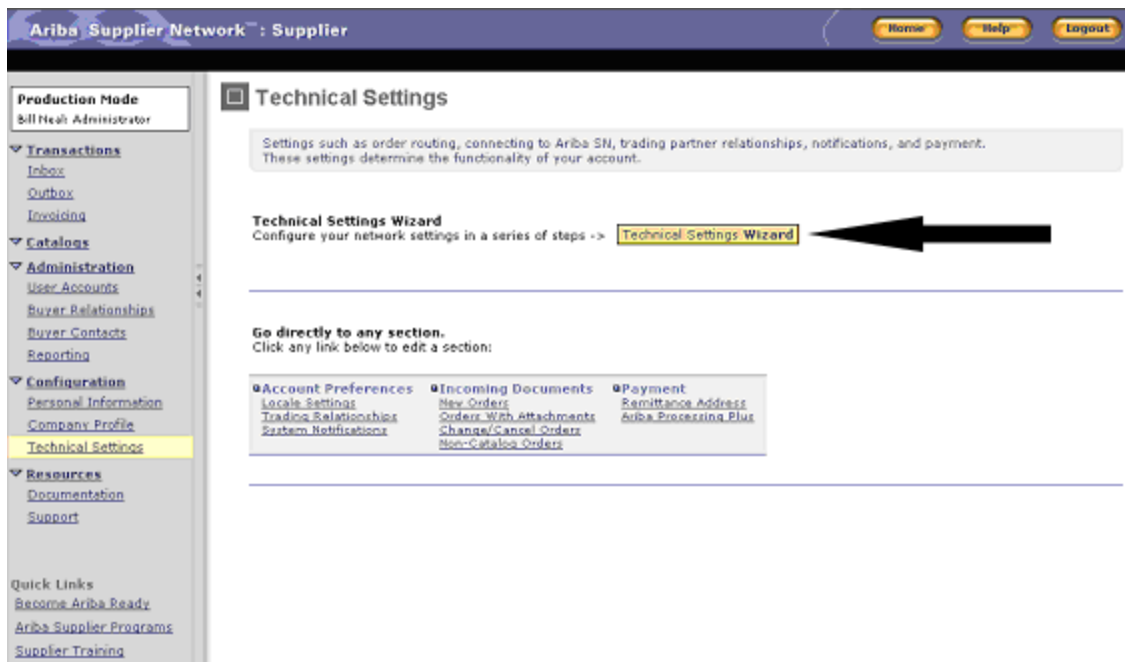
Submit

Exit

8. The **Summary** section will provide a listing of all the data you have entered during the Ariba registration process.
 - Verify that all of the information is correct. If you feel that you need to edit any specific field you can return to that section by using the menu on the left hand side of the page.
 - Click **Print** to print the information for record purposes.
 - Click **Submit** to complete the Ariba registration process and to open the **Registration Confirmation** section. You will need to now login and modify your account.
 - Please go to the next page of this document to configure the technical settings for your newly established Ariba supplier account.



9. Click **Log in and get Started** to configure your account.



10. Once successfully logged into your Ariba supplier account, it will need to be configured. Under the **Configuration** heading on the left hand side menu, click **Technical Settings** to open the **Technical Settings** section.

- Click **Technical Settings Wizard** to open the **Account Preferences – Locale Settings** section.



Ariba Supplier Network™ : Supplier

Home Help Logout

Technical Settings

1 Account Preferences

2 Incoming Documents

Summary

Next Exit

Account Preferences - Locale Settings

Locale Settings : Manage Trading Relationships : Notifications

These settings affect the display of dates and currencies in purchase orders.
* Indicates required field

* Preferred Timezone: EST (Eastern Standard Time)

* Default Currency: US Dollar [Select Currency](#)

Next Exit

11. In the **Account Preferences – Locale Settings** section enter the time zone to which you are located and select the **Default Currency (US Dollar is shown by default)**.

Ariba Supplier Network™ : Supplier

Home Help Logout

Technical Settings

1 Account Preferences

2 Incoming Documents

Summary

Previous Next Exit

1 Account Preferences - Trading Relationships

Locale Settings : [Manage Trading Relationships](#) : Notifications

Click a radio button below to indicate your preferred method for responding to relationship requests.

I prefer to receive relationship requests as follows:

☒ Automatically accept all relationship requests

☐ Automatically accept all customer requests but manually review all marketplace requests

☐ Manually review all relationship requests

Previous Next Exit

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12. Within the **Account Preferences – Trading Relationships** section, mark **Automatically accept all relationship requests**. Click **Next** to open the **Account Preferences – Notifications** section.



Ariba Supplier Network™ : Supplier

Home Help Logout

Technical Settings

- 1 Account Preferences
- 2 Incoming Documents
- 3 Summary

1 Account Preferences - Notifications

Locale Settings : Manage Trading Relationships : Notifications

Enter up to three email addresses per field. Use a comma to separate multiple email addresses. Select the checkbox for each notification type you want to receive. To stop delivery of a notification type, deselect the checkbox. Your email information is saved for later use.
* Indicates required field

Catalog Service	
* Email: test@test.com	<input checked="" type="checkbox"/> Notify when a buyer subscribes to your catalog.
Order	
* Email: test@test.com	<input checked="" type="checkbox"/> Notify when an order is undeliverable
Invoice	
* Email: test@test.com	<input checked="" type="checkbox"/> Notify when an invoice is undeliverable or its status has been changed.
Buyer	
* Email: test@test.com	<input checked="" type="checkbox"/> Notify when a buyer creates a trading relationship with your company.
Network Service	

Previous Next End

13. In the **Account Preferences – Notifications** section, enter e-mail addresses to which you want items to be sent in the listed fields.

- Mark the checkbox to the right of the applicable fields for which you want to be notified.

- Click **Next** to continue to the **New Orders** section.



Ariba Supplier Network™ : Supplier

Home Help Logout

Technical Settings

- 1 Account Preferences
- 2 Incoming Documents
- 3 Summary

2 New Orders

New Orders : Orders with Attachments : Change/Cancel Orders : Non-Catalog Orders

Select your preferred method for receiving new orders.

☐ Fax

Country	Area	Number
USA 1	555	555-5555

☐ Send a cover page with each fax

☒ Include the full PO in the fax

☒ Email

Address to send orders to: test@test.com

☐ Attach cXML OrderRequest in the email message

☒ Include the full PO in the email message

☐ Online Inbox (Save POs in my online inbox, but do not send them to me)

Previous Next Exit

14. Within the **New Orders** section, select the method to which you want to be notified about new orders. Mark **Fax** or **Email** and enter in the specific number or e-mail address. Mark available fields for any additional options
- Click **Next** to continue to the **Orders with Attachments** section.



Ariba Supplier Network™: Supplier

Home Help Logout

Technical Settings

- 1 Account Preferences
- 2 Incoming Documents
- 3 Summary

2 Orders with Attachments

New Orders : **Orders with Attachments** : Change/Cancel Orders : Non-Catalog Orders

Select your preferred method for receiving purchase orders with attachments. Attachments can be files in any format, such as drawings, memos, or pictures.

☒ **Email**

Address to send orders that have attachments:

☐ Attach cXML OrderRequest in the email message

☐ Send a notification that includes the order with attachments in the email

☐ **Online Inbox** (Save POs in my online inbox, but do not send them to me)

Previous Next Exit

Previous Next Exit

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15. In the **Orders with Attachments** section, select the method for receiving purchase orders that contain attachments.
- Mark **Email** and enter in the specific email address that you want orders to be sent. Mark available fields for additional options.
 - Mark **Online Inbox** if you want to receive all orders in your Ariba supplier inbox.
 - Click **Next** to continue to the **Change/Cancel Orders** section.



Ariba Supplier Network™ : Supplier

Home Help Logout

Technical Settings

- 1 Account Preferences
- 2 Incoming Documents
- 3 Summary

2 Change/Cancel Orders

New Orders : Orders with Attachments : **Change/Cancel Orders** : Non-Catalog Orders

If you support change orders, how would you prefer to receive them?

☐ Same routing method as new orders

☐ Fax

Country Area Number

USA 1

☐ Send a cover page with each fax

☐ Include the full PO in the fax

☒ Email

Address to send change orders to: test@test.com

☐ Attach cXML OrderRequest in the email message

☒ Include the full PO in the email message

☐ Online Inbox (Save POs in my online inbox, but do not send them to me)

Previous Next Exit

16. In the **Change/Cancel Orders** section, mark one of the following to receive information regarding change or canceled orders:

- **Same routing method as new orders** – Mark if you want orders sent via the new order settings
- **Fax** – Mark and enter in the fax number. Mark available fields for any additional options.
- **Email** – Mark and Enter in the email address. Mark available fields for additional options.
- **Online Inbox** – Mark if you want Change/Cancel Orders sent to your Ariba inbox.

- Click **Next** to continue to the **Non-Catalog Orders** section.



Ariba Supplier Network™ : Supplier

Home Help Logout

Technical Settings

- 1 Account Preferences
- 2 Incoming Documents
- 3 Summary

2 Non-Catalog Orders

New Orders : Orders with Attachments : Change/Cancel Orders : Non-Catalog Orders

Do you accept non-catalog (ad hoc) orders?

☐ Yes

☒ No, but allow them to route anyway.

☐ No, do not allow them to route.

Select your preferred method for receiving purchase orders that contain non-catalog (ad hoc) items.

☐ Same routing method as new orders

☐ Fax

Country Area Number

USA 1

☐ Send a cover page with each fax

☐ Include the full PO in the fax

☒ Email

Address to send adhoc orders to: test@test.com

☐ Attach cXML OrderRequest in the email message

☒ Include the full PO in the email message

Previous Next Exit

17. In the **Non-Catalog Orders** section, mark the method to which you want to receive non-catalog orders.

- In the **Do you accept non-catalog (ad hoc) orders** field, mark if you want to accept non catalog (ad hoc) orders.

- If you clicked **Yes** to accept non catalog orders, mark how you want to receive them (Fax / Email) and mark the available fields for additional options.

- Click **Next** to view the **Summary** section and complete the technical settings for your **Ariba** account.



Ariba Supplier Network™: Supplier

Home Help Logout

Technical Settings

- 1 Account Preferences
- 2 Incoming Documents
- 3 Summary

3 Summary

Previous Submit Exit

Submit

New Orders

Preferred method:	Email
Email address to send order to:	test@test.com
Attach OrderRequest cXML in the email message:	No
Include the full PO in the email message:	Yes

Orders with Attachments

Preferred method:	Email
Email address to send order to:	test@test.com
Attach OrderRequest cXML in the email message:	No
Include the full PO in the email message:	No

Change Orders

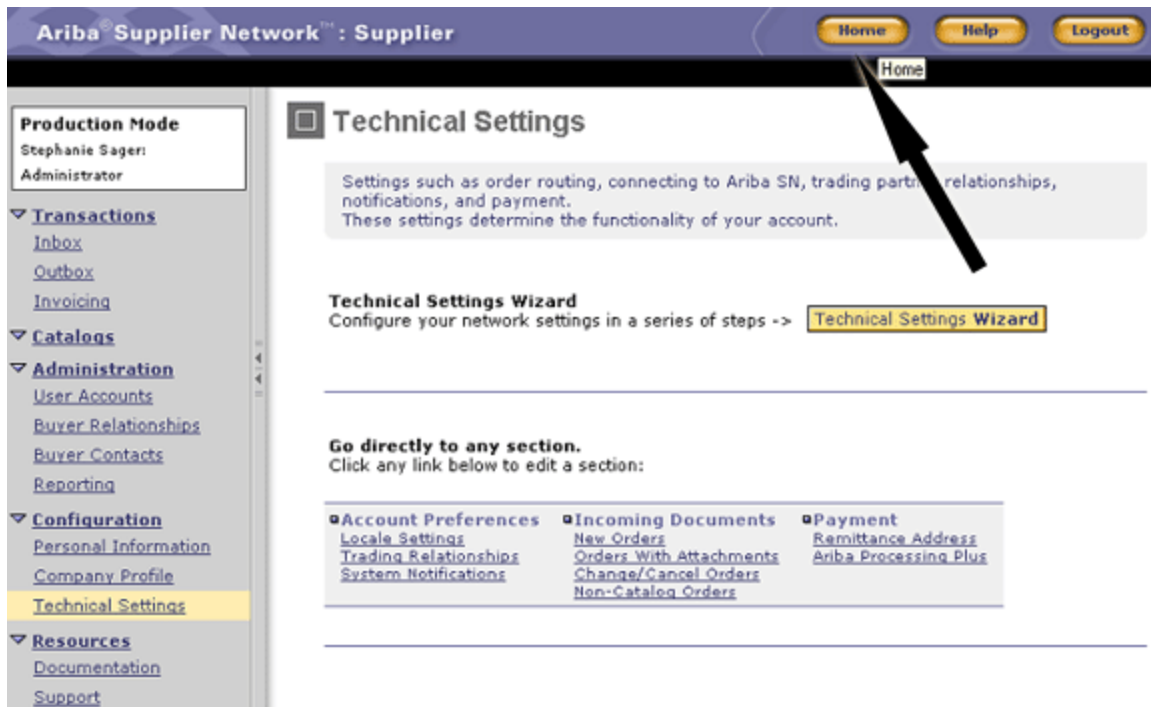
Accept change orders:	Yes
Preferred method:	Email
Email address to send order to:	test@test.com
Attach OrderRequest cXML in the email message:	No
Include the full PO in the email message:	Yes

18. The **Summary** section will list all the settings you just previously configured. Please verify that all information shown is correct.

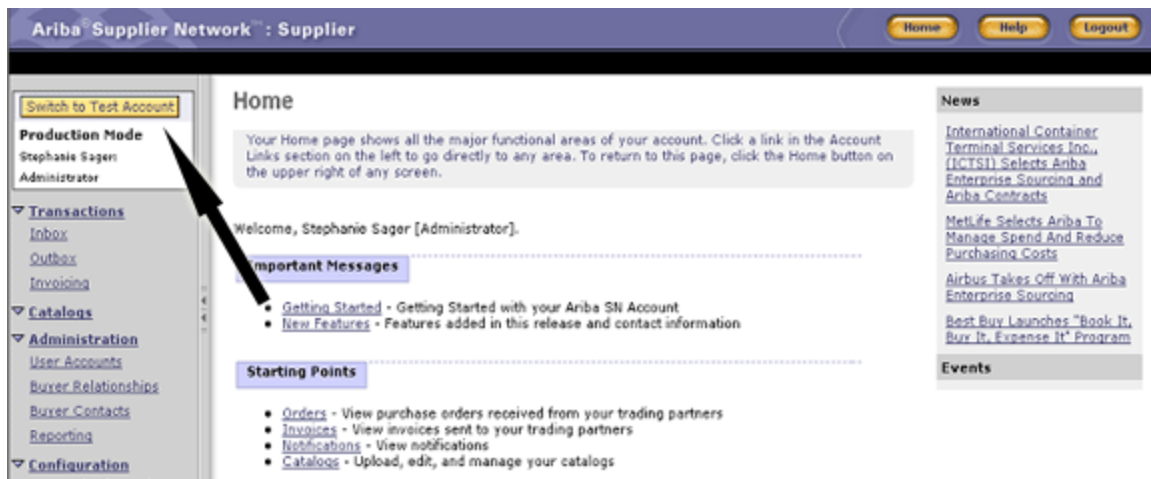
If you feel that any edits need to be made, click on the appropriate menu selections on the left hand side to return to that section

Click **Submit** to submit the settings and return to the **Technical Settings** section.

Note: You will now have to create a test account to verify that orders are being sent to your newly established Ariba supplier account.



19. Click **Home** at the top of the menu bar to return to the Ariba supplier network home page.



20. At the **Home** section, click **Switch to Test Account** to open the **Changing Account Mode** section.



The screenshot shows the Ariba Supplier Network interface with a purple header bar containing the text "Ariba® Supplier Network™ : Supplier" and a "Help" button. Below the header, there is a sidebar on the left and a main content area. The main content area displays a dialog box titled "Changing Account Mode" with a warning icon and text: "WARNING: You are about to switch to Test Mode. When you switch, Ariba SN logs you off of your Production Mode. Any unsaved changes will be lost. To stay in Production Mode and save changes, click Cancel. To switch to Test Mode, click OK." There are "OK" and "Cancel" buttons at the top right and bottom right of the dialog box.

21. In the **Changing Account Mode** section, click **OK** to create an Ariba test account.

The screenshot shows the Ariba Supplier Network interface with a purple header bar containing the text "Ariba® Supplier Network™ : Supplier" and a "Help" button. Below the header, there is a sidebar on the left and a main content area. The main content area displays a form titled "Create Test Account" with the text: "You do not yet have a test account. To create your test account, complete the following form." The form has three fields: "Username:" with the value "test-Stephanie.sager@kinkos.com", "Password:" with a masked password "*****", and "Confirm Password:" with a masked password "*****". There are "OK" and "Cancel" buttons at the bottom right of the form. There are also "Help" links next to the Username and Password fields.

22. Within the **Create Test Account** section, enter your normal e-mail address with the text "**test-**" in front.
- In the **Password** field, enter in a test password and reenter the test password in the **Confirm Password** field.
 - Click **OK** to open the **Important Message to Account Users** section.



23. Your Ariba test account has been officially established.

- Within the **Important Message To Account Users** section, click **Technical Settings** from the menu bar to open the **Technical Settings** section.

Note – The top left had corner will show “**Test Mode**”

24. In the **Technical Settings** section, click **New Orders** under the **Incoming Documents** heading to open the **New Orders** section.



Ariba® Supplier Network™ : Supplier Help

OK Cancel

☐ New Orders

Select your preferred method for receiving new orders.

☐ **Fax**

Country	Area	Number
USA 1		

☐ Send a cover page with each fax
☐ Include the full PO in the fax

☒ **Email**

Address to send orders to:

☐ Attach cXML OrderRequest in the email message
☐ Include the full PO in the email message

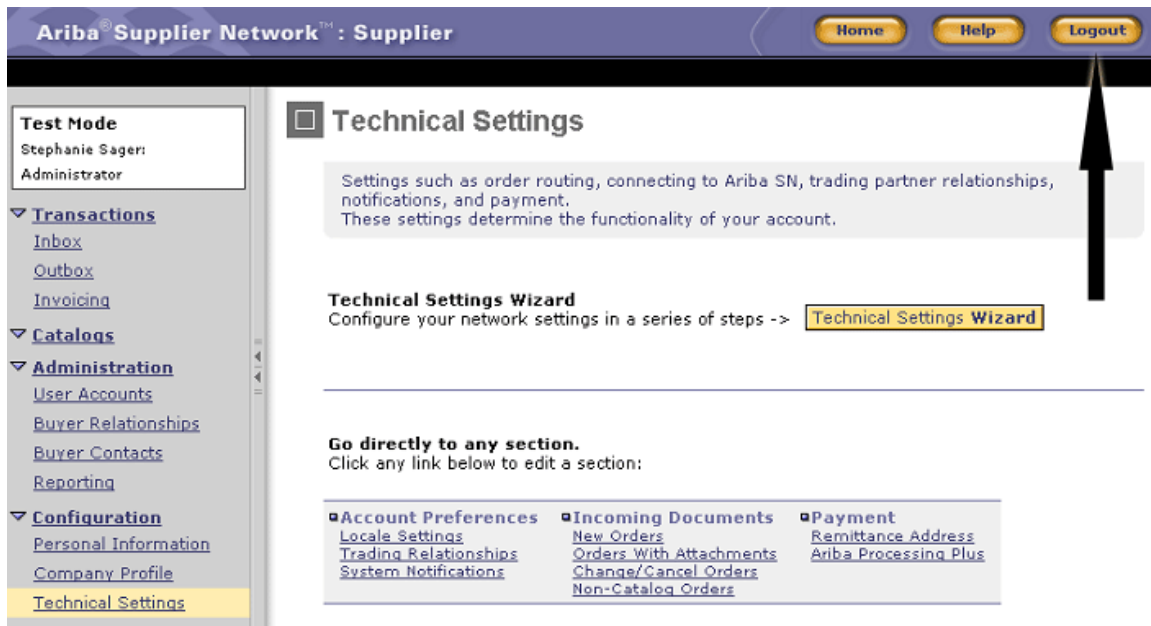
☐ **Online Inbox** (Save POs in my online inbox, but do not send them to me)

OK Cancel

25. Within the **New Orders** section, select the method to which you want to be notified about new orders. Mark **Fax** or **Email** and enter in the specific number or e-mail address.

Note: Enter in the normal e-mail address to which you want to receive orders.

- Mark available fields for any additional options. Click **OK** to return to the **Technical Settings** section.



26. Click **Logout** at the top of the menu bar. A test order will be sent from eVA to verify that your account is working and active.

Note: You will need to compose an e-mail with the subject **Request A Relationship between eVA and Ariba** to suppliers@ams.com.

- Please include your companies **Legal Name** within the body of the message. This is necessary for the eVA system to work with Ariba for order purposes.

Congratulations, you have completed the eVA / Ariba supplier network registration process.